



CITY OF WARWICK
PURCHASING DIVISION
3275 POST ROAD
WARWICK, RHODE ISLAND 02886
TEL. (401) 738-2000, ext. 6240
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SCOTT AVEDISIAN
MAYOR

JAMES F. MARCELLO
PURCHASING AGENT

The following notice is to appear on the City of Warwick's website Thursday, June 21, 2012. The website address is <http://www.warwickri.gov/bids>.

CITY OF WARWICK
BIDS REQUESTED FOR

Bid #2013-30 HVAC Filters (Re-bid)

Specifications are available in the Purchasing Division, Warwick City Hall, Monday through Friday, 8:30 AM until 4:30 PM on or after Thursday, June 21, 2012.

Sealed bids will be received by the Purchasing Division, Warwick City Hall, 3275 Post Road, Warwick, Rhode Island 02886 up until 10:00 AM, Monday, July 2, 2012. The bids will be opened publicly commencing 10:00 AM, on the same day in the Lower Level Conference Room, Warwick City Hall.

Awards shall be made on the basis of the lowest evaluated or responsive bid price. Please note that no bids can be accepted via email or fax.

Individuals requesting interpreter services for the hearing impaired must notify the Purchasing Division at 401-738-2000, Ext. 6241 or TDD at 401-739-9150 at least 48 hours in advance of the bid opening date.

Original Signature on File

James F. Marcello
Purchasing Agent

**CITY OF WARWICK
NOTICE TO BIDDERS**

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The opening of bids shall be in the order established by the posted agenda and the agenda shall continue uninterrupted until completion.

Once an item has been reached and any bids on that item has been opened, no other bids on that item will be accepted and any such bid shall be deemed late.

The contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap for any position for which the employee or applicant is qualified and that in the event of noncompliance the City may declare the contractor in breach and take any necessary legal recourse including termination or cancellation of the contract.

A bidder filing a bid thereby certifies that no officer, agent, or employee of the City has a pecuniary interest in the bid or has participated in contract negotiations on the part of the City, that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same call for bids, and that the bidder is competing solely in his own behalf without connection with, or obligation to, any undisclosed person or firm.

All bids should be submitted with one (1) original and one (1) copy in a sealed envelope. The exterior of the envelope shall be plainly marked to include: *YOUR COMPANY NAME* and "Bid #2013-30 HVAC Filters (Re-bid)". Bids received prior to the time of the opening will be securely kept, unopened. No responsibility will be attached to an officer or person for the premature opening of a bid not properly addressed and identified. No bids shall be accepted via facsimile or email.

Should you have any questions, please contact Joseph Blake, 3275 Post Rd. Annex, Warwick, RI at 401-738-2000, extension 6350.

All bids should be written in ink or typed. If there is a correction with whiteout, the bidder must initial the change.

Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it is opened.

Any deviation from the specifications must be noted in writing and attached as part of the bid. The Bidder shall indicate the item or part with the deviation and indicate how the bid will deviate from specifications.

The contractor must carry sufficient liability insurance and agree to indemnify the city against all claims of any nature, which might arise as a result of his operations or conduct of work.

If you received this document from our homepage or from a source other than the City of Warwick Purchasing Division, please check with our office prior to submitting your bid to ensure that you have a complete package. The Purchasing Division cannot be responsible to provide addenda if we do not have you on record as a plan holder.

The IRS Form W-9 attached must be completed and submitted with the bid if the bidder falls under IRS requirements to file this form.

Prices to be held firm one (1) year from date of award. Term contracts may be extended for one additional term upon mutual agreement unless otherwise stated.

The City is exempt from the payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30, Paragraph I, as amended.

The successful bidder must comply with all Rhode Island Laws, applicable to public works projects, including, but not limited to provisions of Chapter 13 of Title 37 of the Rhode Island General Laws, pertaining to prevailing wage rates, and all other applicable local, state and federal laws.

The Purchasing Agent reserves the right to reject any and all bids, to waive any minor deviations or informalities in the bids received, and to accept the bid deemed most favorable to the interest of the City.

The City reserves the right to terminate the contract or any part of the contract in the best interests of the City, upon 30-day notice to the contractor. The City shall incur no liability for materials or services not yet ordered if it terminates in the best interests of the City. If the City terminates in the interests of the City after an order for materials or services have been placed, the contractor shall be entitled to compensation upon submission of invoices and proper proof of claim, in that proportion which its services and products were satisfactorily rendered or provided, as well as expenses necessarily incurred in the performance of work up to time of termination.

No extra charges for delivery, handling or other services will be honored. All claims for damage in transit shall be the responsibility of the successful bidder. Deliveries must be made during normal working hours unless otherwise agreed upon.

All costs directly or indirectly related to the preparation of a response to this solicitation, or any presentation or communication to supplement and/or clarify any response to this

Solicitation, which may be required or requested by the City of Warwick shall be the sole responsibility of and shall be borne by the respondent.

If the respondent is awarded a contract in accordance with this solicitation and the respondents bid or response and if the respondent fails or refuses to satisfy fully all of the respondents obligations thereunder, the City of Warwick shall be entitled to recover from the respondent any losses, damages or costs incurred by the City as a result of such failure or refusal.

The City reserves the right to award in part or full and to increase or decrease quantities in the best interest of the City.

Any quantity reference in the bid specifications are estimates only, and do not represent a commitment on the part of the City of Warwick to any level of billing activity. It is understood and agreed that the agreement shall cover the actual quantities ordered during the contract period.

The City reserves the right to rescind award for non-compliance to bid specifications.

The successful bidder must adhere to all City, State and Federal Laws, where applicable.

CITY OF WARWICK
MAINTENANCE DIVISION
HVAC FILTERS CITY WIDE

Filters to be used in HVAC units City Wide.

Filters Specifications:

- Air filters shall be disposable type
- Consist of a synthetic media blend
- Welded wire media support grid
- High wet strength beverage board frame
- Capable of withstanding 2.0 WG without distortion to the media pack or filter failure
- Material shall be a blend of cotton and synthetic media non-woven
- Fabric shall be supported for strength and stability and bonded to a welded wire grid
- Media shall be bonded to the frame on 4 sides
- Media shall be formed in a radial pleat design
- Tested in accordance with ASH RAE Std. 52.2-1999
- Minimum Efficiency Reporting Value (MERV) of 6

CHARCOAL FILTERS

Medium efficiency pleated charcoal filters (FME 40CB)

- Class 2 UL standard in accordance with UL900
- Disposable mono-pleated panel filter
- Filter media non-woven synthetic fibers impregnated with 150% of carbon material
- 10.5 grams per square foot of media area
- Bonded to a corrosion resistant metal expanded support grid
- One (1) piece heavy-duty moisture resistance frame

A single price shall be quoted for each item against which a proposal is submitted. This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the City.

The agreement shall cover the actual quantities ordered during the period. Deliveries will be billed at the single, firm, awarded unit price quoted regardless of quantities ordered.

Bid price is F.O.B. destination and shall include inside delivery at no extra cost.

ORDERING

- The user agency (s) will submit individual orders for the various items and various quantities as may be required during the agreement period.
- Additional filters may be ordered as needed.

**ALL BIDDERS MUST PROVIDE A SAMPLE FILTER, 20X20X2.
IF A SAMPLE IS NOT SUBMITTED WITH THE BID
THE BID WILL BE DISQUALIFIED.**

CITY OF WARWICK
BID AND CONTRACT FORM

TITLE OF SPECIFICATION: Bid #2013-30 HVAC Filters (Re-bid)

I. BID:

WHEREAS, the CITY OF WARWICK has duly asked for bids for performance of services and/or supply of goods in accordance with the above-indicated specifications.

The person or entity below does irrevocably offer to perform the services and/or furnish the goods in accordance with the specifications, which are hereby incorporated by reference in exchange for the bid price below;

This offer shall remain open and irrevocable until the CITY OF WARWICK has accepted this bid or another bid on the specifications or abandoned the project.

The bidder agrees that acceptance below by the CITY OF WARWICK shall transform the bid into a contract. This bid and contract shall be secured by Bonds, if required by the specifications.

**ALL BIDDERS MUST PROVIDE A SAMPLE FILTER, 20X20X2.
IF A SAMPLE IS NOT SUBMITTED WITH THE BID
THE BID WILL BE DISQUALIFIED.**

TITLE OF SPECIFICATION: Bid #2013-30 HVAC Filters (Re-bid)

PRICING

Item #	Filter Nominal Size	Unit Cost
1.	8 x 16 x 1 P	\$
2.	8 x 22 x 1 P	\$
3.	8 x 28 x 1 P	\$
4.	9 x 19 x 1 P	\$
5.	9 x 21 x 1 P	\$
6.	10 x 28 x 1 P	\$
7.	11 x 23 x 1 P	\$
8.	12 x 24 x 1 P	\$
9.	14 x 24 x 1 P	\$
10.	16 x 20 x 1 P	\$
11.	16 x 25 x 1 P	\$
12.	16 x 32 x 1 P	\$
13.	20 x 20 x 1 P	\$
14.	20 x 25 x 1 P	\$
15.	24 x 24 x 1 P	\$
16.	12 x 12 x 2 P	\$
17.	14 x 25 x 2 P	\$
18.	15 x 20 x 2 P	\$
19.	16 x 20 x 2 P	\$
20.	16 x 25 x 2 P	\$
21.	18 x 24 x 2 P	\$
22.	20 x 20 x 2 P	\$
23.	20 x 24 x 2 P	\$
24.	20 x 25 x 2 P	\$
25.	25 x 25 x 2 P	\$
26.	16 x 25 x 4 P	\$
27.	20 x 20 x 4 P	\$
28.	24 x 24 x 4 P	\$
29.	20 x 20 x 1 CB	\$

PLEASE SUBMIT THIS PAGE WITH YOUR BID

Acknowledgement of Addendum (if applicable)

Addendum Number

Signature of Bidder

COMPANY NAME: _____

COMPANY ADDRESS: _____

BIDDER'S SIGNATURE: _____

BIDDER'S NAME (PRINT): _____

TITLE: _____ TEL. NO.: _____

EMAIL ADDRESS: _____*

CONTRACT COMPLETION DATE:

(In terms of calendar days after award of bid): ____

*Please include your email address. Future bids will be emailed, unless otherwise noted.

II. AWARD AND CONTRACT:

The CITY OF WARWICK, acting as duly authorized through its Purchasing Agent/Finance Director/Mayor (delete if inapplicable), accepts the above bid and hereby enters into a contract with the above party to pay the bid price upon completion of the project or receipt of the goods unless another payment schedule is contained in the specifications. All terms of the specifications, both substantive and procedural, are made terms of this contract.

DATE: _____

BID #2013-30

PURCHASING AGENT

CITY OF WARWICK
BIDDING PROCEDURES

TITLE OF SPECIFICATION: Bid #2013-30 HVAC Filters (Re-bid)

Kindly acknowledge receipt of bid specifications by completing this form and returning it to the Warwick Purchasing Division, 3275 Post Rd., Warwick, RI 02886.

1. Did the specifications appear to be:
Too restrictive? Yes ☐ No ☐
Too loosely structured? Yes ☐ No ☐
Explain: _____
2. Was sufficient time allowed to respond to these specifications? Yes ☐ No ☐
3. Did any of the following prevent you from bidding?
Bid surety? Yes ☐ No ☐
Performance and Payment Bond? Yes ☐ No ☐
Department of Labor Requirements? (such as prevailing wages & benefits) Yes ☐ No ☐
Insurance requirements? Yes ☐ No ☐
4. Was your preference not to bid because of the payment schedule of the City of Warwick? Yes ☐ No ☐
5. Did your work schedule prevent you from bidding? Yes ☐ No ☐
6. *Do you wish to remain on a bidder's list?* Yes ☐ No ☐

COMMENTS OR ADDITIONAL EXPLANATIONS TO THE ABOVE QUESTIONS:

Your response to this survey will allow the Warwick Purchasing Division to evaluate bidding procedures and make necessary revisions to assist the majority of bidders.

Thank you for your participation.

COMPANY NAME: _____ BIDDER'S NAME: _____

ADDRESS: _____

ADDRESS: _____

EMAIL ADDRESS: _____

TELE. #: _____ DATE: _____